

Allocation Application Checklist

Thank you taking the time to consider submitting an application for funding through the Mammoth Lakes Recreation Allocation Application Process. The purpose of this application checklist is to serve as guide for the completion of the application to request funding for a program or project. All sections must be completed to have your application meet minimum requirements to be reviewed for potential funding by the MLR Allocation Committee.

Application Deadline is February 28, 2017 @ 5pm
Electronic submissions on the MLR website are mandatory

x	Section Number	Pages	Title	Special Notes
	0	2 - 7	Strategy & Process	Please review the strategy to ensure that your funding request meets the criteria

The Application starts on Page 8

	1	8	Project Category	Select only ONE of the categories
	2	8	Basic Information	Complete all sections
	3	8	Producing Entity & Contact Information	Complete all sections. If the organization does not have a website or a social media site please indicate as such
	4	9	Organizations Tax Status	Please select the appropriate category
	5	9	Organizational Finances	Please submit financial documents for your organization
	6	9	Project Specific Budget	Please submit a budget for this program or project on required Appendix A
	7	9	Program / Project Description	Please provide responses to the three questions in this section
	Appendix A	10	Project Special Budget	This is a required form.
	Appendix B	11	Performance Report	Due 45 days after the completion of the program or project
	Appendix C	12	Progress Report	If your program or project is still "in progress" please submit this form with your request for future funding
	Appendix D	13	Measure R & Measure U Ordinances	Legislative Language
	Appendix E	14 - 16	Gift of Public Funds	Town of Mammoth Lakes Legal Interpretation
	Appendix F	17	Measure R & U Logos and the Style Guide	Logos to be posted on all advertising materials